



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | 1. Agency Address | FOR RECORDS MANAGEMENT USE | |
|---|---------|--|----------------------------|----------------|
| Application Date | | Office of Energy Resources Room 615 270 Washington Street, S. W. Atlanta, Georgia 30334 | Application Number | |
| November 3, 1977 | | | 77-495 | |
| Application Number | | | Date Received | Date Completed |
| | | | DEC 5 1977 | DEC 22 1977 |
| 2. Person to Contact | | Working Title | Telephone Number | |
| Robin Meyer | | Assistant Planner | 656-3824 | |
| 3. Action Requested | | | | |
| a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. | | | | |
| b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. | | | | |
| c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | | |
| 4. Dates of Series | | 5. Records Series Title (followed by title used in office; if different) | | |
| Earliest | Latest | | | |
| 1976 | To date | Energy Extension Service Program Files | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? | | | | |
| <p>To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB, the Governor, and the General Assembly. To identify, obtain, and implement federal energy-related programs; to assist in coordinating State, regional, and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.</p> | | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. | | | | |
| Documents relating to: establishing and implementing the Georgia Energy Extension Service, which is a university outreach network for energy information and technical assistance. | | | | |
| Included are: reports, proposals, legislative analyses, correspondence, and background materials. | | | | |
| File is arranged: alphabetically by subject. | | | | |
| 8. Monthly Reference Rate How often are records referred to which are: | | | | |
| One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>0</u> ; | | | | |
| twenty-five months and older <u>0</u> ? | | | | |
| 9. Annual Rate of Accumulation of Records | | | | |
| Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| X | | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>0</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | <u>0</u> years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need: program is ongoing, reference to materials needed.
Federal retention requirements: program will (but has not yet) receive federal funds; this is the standard time period required; no specifics available yet.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) 2 year(s); then * 1976 & 1977 are interfiled
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|----------------------------------|----------|--|------|
| <i>Coni Walden</i> | 11-30-77 | | |

| State Records Committee (Signature) | | Date |
|-------------------------------------|--------------------|----------|
| State Auditor/Designee | <i>[Signature]</i> | 12-20-77 |
| Secretary of State/Designee | <i>Canale Hart</i> | 12-20-77 |
| Attorney General/Designee | <i>[Signature]</i> | 12-21-77 |

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)